

LOCAL BANKRUPTCY RULE 5075-1

MOTIONS FOR ADMINISTRATIVE ORDERS **PURSUANT TO 28 U.S.C. § 156(c)**

This Rule applies to motions by which a party in interest seeks an order from the bankruptcy court approving employment of persons or entities to perform certain duties of the clerk's office, the debtor, or the debtor in possession such as (1) processing proofs of claim and maintaining the claims register; (2) serving notices; (3) scanning documents; or (4) providing photocopies of documents filed in the case ("administrative orders").

All motions for administrative orders shall include a completed declaration on Local Bankruptcy Rules form F 5075-1.1 [Declaration to be Filed with Motion Establishing Administrative Procedures Re: 28 U.S.C. § 156(c)] and the form "Mega Case Procedures Checklist." A courtesy copy of the motion, including the declaration and Mega Case Procedures Checklist, shall also be provided to the clerk's office at the time the motion is filed. Movant's counsel must consult with the clerk's office in completing the checklist to the satisfaction of the clerk's office. Unless the judge to whom the case is assigned orders otherwise, any such motion which is not accompanied by the completed checklist may be denied by the court and any hearing thereon previously scheduled may be vacated.

Court's Comment

2003 Revision

New Rule.